

On-line Payment Instructions

****PLEASE NOTE THERE ARE FEES TO USE THIS SERVICE.**

3% PLUS .50 FOR CREDIT CARD TRANSACTIONS AND \$2.00 FOR ECHECKS.

From the Tax Collector's Page:

Click on "Pay Taxes Online/Tax Inquiry" found on the far right under "Additional Links".

You can choose your Search Term with the drop down menu:

Name

Property Location

Unique ID

List Number

Then enter the corresponding information in the next field.

Please note if you use your name the system does not recognize punctuation and will tell you "No Record Found". So enter your last name, space, first initial. No commas.

For example, Jones F

All bills will come up.

The bills that are due have a shopping cart.

Click on the shopping cart for the ones you would like to pay.

Click on Add to Cart.

Once you have selected the bills you want to pay, then click on the Yellow Tab. (upper right hand corner)

It will show the number of bills selected and the total.

Then choose Checkout.

You may remove a bill if you wish, when you are ready to pay click on "Pay Now" tab.

If you wish to make a partial payment, change the amount you want to pay.

Click on Proceed to Payment.

Enter your payment information.

The fees appear under the "Select Payment Method" with your tax bill.

Follow the prompts to complete the transaction.

You will be able to print off a receipt once the payment is processed.